

PARKING SUPERVISOR

Class Definition

Under direction, supervises activities in parking meter maintenance, parking control and management of the parking data bases.

Distinguishing Characteristics

Parking Supervisor is a single position, first-line supervisory class in which the incumbent directs and supervises the activities of subordinates engaged in the maintenance of parking meters, collection of parking revenues, enforcement of parking codes and management of the parking data bases. The incumbent reports to the City Traffic Engineer.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Establishes and supervises routine maintenance programs for parking meters and collection of parking revenues.

Supervises the enforcement of parking codes.

Supervises and participates in the maintenance of the parking citation and the parking meter data bases.

May represent or testify at adjudication hearings on behalf of the City.

Trains and instructs subordinate employees in the performance of assigned duties.

Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of the methods, materials, equipment, tools and practices used in the maintenance of parking meters, collection of parking revenues and enforcement of parking codes.

Knowledge of the Fresno Municipal Code, California Department of Transportation Traffic Manual and California Vehicle Code as they relate to parking.

Ability to determine procedures from general instructions and to assign and supervise the work assigned employees.

Ability to manage and maintain computer data bases and related computer hardware.

Ability to establish and maintain effective working relationships with those contacted in the performance of duties.

Ability to prepare reports as required on parking enforcement and parking citation processing.

Ability to testify at, or represent the City in adjudication processes.

Minimum Qualifications

Thirty semester units of accredited college or university course work in public or business administration, engineering, communications or related field, and two years of experience in parking enforcement, parking meter maintenance, parking facilities management, and/or collection of parking revenues, which included, or is supplemented by, one year of lead or supervisory experience. Additional qualifying experience may be substituted for the required education.

Special Requirements

Possession of a valid California Driver's License may be required.

APPROVED: _____ DATE: _____
Director